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NATIONAL STANDARDIZATION: FIELD COLLECTION OF NAMES

Procedure for the collection and data recording of place-names

Paper submitted by Norway**

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1. Introduction

The collection of place-names, i.e. the names of natural and man-made localities, has gone on in Norway for over a hundred years and the material collected in the Norwegian archives has grown steadily. Even so there is still a long way to go before all the name material available in oral and written sources has been scientifically registered.

In the early days names were collected for use on maps of various scales and for use in public and private registers, for example the names of farms. That is to say names which were used in cartography or administration. In more recent years a number of local authorities have undertaken a complete registration of all the names in their areas, including the names of parts of fields and other minor natural features. Detailed local collections of this sort have, in some cases, been carried out by retired people who have been instructed in the work.

The work of collecting place-names can thus be roughly divided into two groups:

- registration for map production and administrative use
- detailed collection of all names for general practical use or for linguistic or historical purposes

It is the latter type which is described in detail below.

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2. Norwegian Place-Name Data Base

The decision to establish the Norwegian Place-Name Database was taken at a national conference in 1987. (This data base should not be mixed up with the Central Place-Name Register administrated by the Norwegian Mapping Authority.) All the names to do with settlement, farming and natural features in the country were to be collected according to an agreed procedure. In this project the Department of Name Research at the University of Oslo has co-operated with the other universities and institutions which are involved in the scientific collection of place-names. In 1991 the University of Oslo initiated the work of making the existing material, which was registered on index cards, machine-readable so that it can be linked to the main data base.

The Place-Name Data Base will be available to various archives and other public and private users either through a network system or in the form of copies on diskettes. It is estimated that there are 4-5 million place-names in Norway. Most of these are no longer in regular use and fewer than half this number have been registered systematically. The regional departments of the Norwegian Place-Name Data Base have in total about two hundred thousand names, but the work of computer registration is still in progress and it is hoped that most of the material that has been collected will be registered on computer in the course of about ten years.

The Place-Name Data Base is organized in spheres and when the material is registered it will be possible to obtain specialized registers organized according to linguistic, semantic or area categories.

The work of compiling the Norwegian Place-Name Data Base has been divided into two phases:

- the collection and preparation of name material
- computerization

3. The Collection of Place-Names

3.1. Financing, Organization, Personnel, Training

The systematic registration of place-names on a large scale requires thorough planning.

Four important factors must be considered:

- financing
- organization
- personnel
- methods

The collection of names and the planning, financing, training of personnel, purchase/hire of equipment should be the responsibility of one individual or preferably a steering committee. At the local level it is best to organize the work of collection within the local council or parish, but, for the sake of efficiency, it is best to co-ordinate the work of the local groups in larger units, for example, a county area. This work should be under the leadership of the academic institutions. Instructors should also be from the university

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departments or other institutions which specialize in place-name research. Training should be linked to the practical work of collecting names and follow-up courses should be held. In addition to the people who do the work of field collection there should also be a supervisor who is responsible for the work within the local area.

The state, county and local council authorities can all be expected to provide funding for place-name registration work. Special funds for use in local history projects may also be available. The collection of names in a particular local area should be completed within the period of time projected, for example, 1-2 years, if sufficient resources are available. In some cases it may be necessary to allow the work to continue over a longer period of time using a low budget. Regardless of the speed of collection it is important that the work is carried out in accordance with the main aims for the collection of place-names.

The systematic registration of place-names is a time-consuming process which is extremely expensive if done by highly qualified personnel. It is therefore very important to use students, pensioners and other lower-paid workers. In a number of projects in Norway unemployed people have taken part in this work as part of a series of public job creation schemes.

3.2 The Method for the Collection of Place-Names

As the most of the registration is from oral sources the actual collection of names takes the form of an interview with the local informant. Informants should be elderly people who have been born and brought up in the area concerned and who speak the local dialect.

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They should know the place-names as part of their active or passive vocabulary.

For maximum efficiency a standardized form for place-name registration should be used (see example). As can be seen from the form the following information on each name should be obtained:

- a) reference number, also to be registered on the map
- b) dialect form of the name
- c) standardized form
- d) associated preposition
- e) type of locality
- f) other information on the place, tradition
- g) map reference
- h) farm property (cadastral) reference number

In addition the name and age of the informant should be recorded together with the name of the interviewer and the date of the interview. It is extremely important to ascertain the traditional pronunciation of the name. In order to obtain a reliable record of the pronunciation it is necessary to make a tape recording of the interview, either while the form is being filled in or afterwards. The recording can be used later by qualified personnel who can write the name in phonetic script.

The name should be recorded on a large scale map, preferably 1:5000 or 1:10 000 if available (see example of map section). If there is no adequate map of the area a smaller

scale map may be used or a sketch of the area can be drawn by hand. Each name is given a consecutive reference number which appears on both the registration form and the map. It is practical to number the names within the area covered by one map sheet and to start numbering again from 1 when moving on to a new map sheet. The number should be written in the centre of the locality to which the name belongs. Other names which are already on the map should also be included. As far as possible all the names in the area should be included. The use of natural resources in earlier times should be systematically investigated so as to obtain names which are in the process of being forgotten. It is also possible to activate the informant's passive knowledge of names by taking the localities on the map, for example, plains, valleys, hills, watercourses, etc. one by one and asking if they are named.

3.3 Conservation of the Material

As the collection in each area, represented by one or more map sheets, is completed the material should be handed in to the person or institution responsible for the area. The person responsible checks that the registration has been carried out according to instructions and places the lists of names, maps and tapes in a safe place (it is practical to keep all the material belonging to the area covered by one map sheet together in, for example, a box or a large envelope). In many cases the area supervisor will need to contact the name collectors/interviewers to ensure that they complete the work within the time allowed.

4. Computer Registration

When the collection of names in a given area nears completion the collected material can be prepared for computer registration. The coding of the individual items should be done by one of the academic institutions involved in place-name research. The actual typing onto computer can then be done by unskilled workers either at the same institution or elsewhere, but the results should be proof-read by qualified personnel.

An ordinary data base programme on PC or Macintosh can be used for computer registration. A registration form appears on the screen and the items of information from the interview form can be filled in. When the form on the screen is completed the information is stored and a new form can be brought onto the screen ready for the next name.

The form that is used for the Norwegian Place-Name Data Base consists of 33 fields of limited size and one unlimited field for comments. For some of the fields completion is compulsory (marked by capital letters in this particular programme) while others are optional (i.e. they are completed only if the operator has the necessary competence, for example, morpheme analysis, division into codes for natural and cultural circumstances). The fields which record the same information several times can be filled in by the programme automatically.

When the name material for an area has been collected and computerized the map references can be added to the data base automatically using a digitizing tablet. In Norway this process has so far been carried out in co-operation with the County Mapping Offices.

5. The Use of the Data Base

As the data base for place-names gradually expands it will be possible to search for particular names, or types of name, in particular areas, and to print out lists of selected material for educational, linguistic, historical, cultural or practical purposes, for example, in the naming of roads and firms in the area, and not least in the production of new, large scale maps.

6. Tables

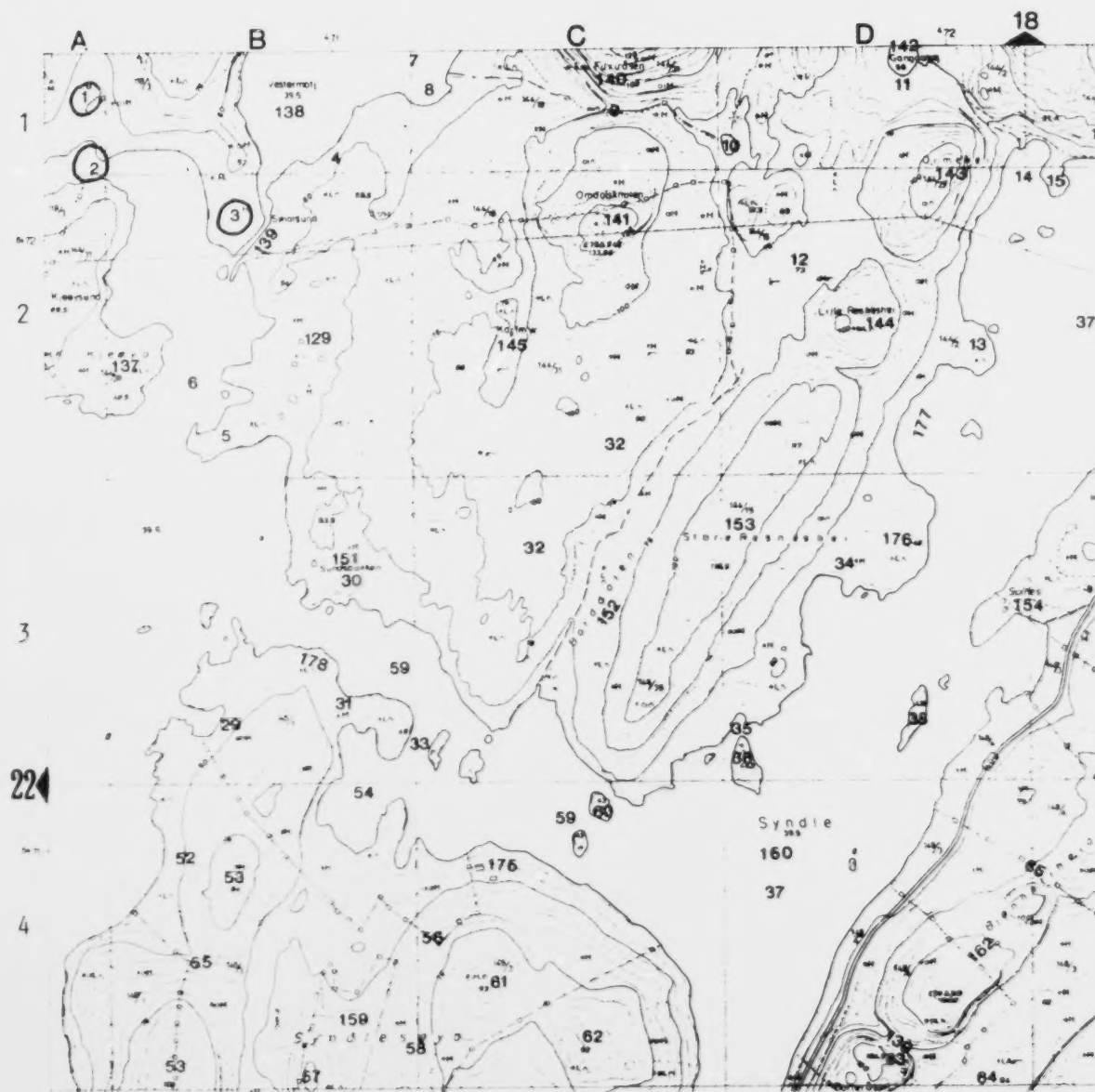
Table 1: Registration form for collecting place-names. Example from Landvik, Grimstad in the county of Aust-Agder. Original size A4 format.

OPPSKRIVAR: Olav Stuestøl DATO: 26.7.1985 INFORMANT: Lars Øye F.ÅR: 1905
STADNAHNLISTE NR. 1 AV FYLKE: Aust-Agder KOMMUNE: Grimstad KARTBLAD (ØK): NAMN: Syndlesøya
TIDL. HERAD: Landvik SOKN: Landvik NR: BP 009-5-1

NR.	STADNAHNLISTE NR. 1 AV	PREP	NAMN PÅ	ANDRE OPPLYSNINGER (Bruk herre linjer om det trengs, evt. bakside)	LEN/BR. NR	KART-ROTE	OPPSLAGSFØRN/LYDSKRIFT	LYDS-NR TELEFON
1	Lisledal	1	dal	Liten dal med fuktig grunn nytta som beite, tidligere	1183	A1	Lisledal Lisledal	1-10
2	Lislesonn	1	sund	Sund i Syndle på sørsida av Lisledal, god fiskestad	"	"	Lislesund Lislesund	11-14
3	Berenes	på	nes	Nes mellom Vestermotjørna og Syndle. Jamt avrundet	"	B2	Berenes Berenes	15-24

Table 2: Sector of an original map (Økonomisk kartverk), diminished, original scale

1:5000.



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Table 3: Registration form (screen picture) for the computerization of place-names. The English translation of the field texts (instructions) is given below.

Ordre:M	Registrering/ending av post :		1	F17:Utvid-P
1.LPENR:	2.KARTSERIE, KARTBLADNR., -NAVN:			
3.KARTRUTE:	4.INNSAM.NR.:	5.KOOR.-NORD:		6.ST:
7.NORMERT SKRIFTFORM/OPPSLAGSORD:				
8.Alternativ(e) skriftform(er) :				
9.KOMMUNENR:	10.Sokn:		11.Gnr+bnr:	
12.INFORMANT (ETTER- og F.NAVN, FDSELSR):				
13.OPPSKRIVER (ETTER-OG F.NAVN, OPPSKR.R):				
14.Oppskriverform, dialektform:				
15.LYDSKRIFT:				
16.Preposisjon:	17.Dativ:			
18.LOKALT APPELLATIV (Hva er navnet navn p?):				
19.LOKALITETSTYPE - NATURKODE:	20.KULTURKODE(n):	21.Tidligere:		
22.Leddanalyse utm.ledd:	23.Hov.ledd:			
24.Grammatisk analyse utm.ledd:	25.Hov.ledd:			
26.Etymologi:				
27.Lydbndtilvising:	28.ARKIVERINGSSTED:			
29.Litteraturref.:				
30.Andre navn p samme sted:				
31.Tradisjon:				
32.Sprk:	33.Matr.form:			
99.Kommentar:				

F18:ANGRE	F9: AutoKopi:AV	F10: Kopi:P	F1:FORTSETT	F2:FERDIG
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English translation of the field texts:

1. Index number, automatically generated
2. Map series, map sheet number/name
3. Map grid
4. Name reference number (also marked on the map)
5. Co-ordinate - North
6. Co-ordinate - East
7. Standardized form of the collected place-name
8. Alternative written forms
9. Local district number
10. Parish
11. Cadastral number of the farm on which the name is found
12. Informant(s) - surname, first name, year of birth
13. Field worker (interviewer), surname, first name, date of interview
14. Dialect form of the collected name
15. Phonetic notation (written by an expert from audio record)
16. Associate preposition
17. Dative (if found)
18. Local designation/appellative of the named feature (locality)
19. Code for type of natural feature (locality)
20. Code for type of cultural feature (locality)
21. Code for passed function
22. Morpheme analysis of first element (if the name is compound)
23. Morpheme analysis of final/main element
24. Grammatical analysis of first element (if the name is compound)
25. Grammatical analysis of final (main) element
26. Etymology
27. Audio record (cassette) reference
28. Stored at (name of archives)
29. Reference works
30. Other name(s) for the same feature (locality)
31. Tradition
32. Language (Norwegian/Sami/Finnish)
33. Cadastral form
99. Remarks/additional information
